

# Administration of First Aid Policy

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
12	Meaning of serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First aid kits
97	Emergency and evacuation procedures
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
174	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority

## RATIONALE

KAZ Early Learning Centre has a duty of care to provide and protect the health and safety of children, families, educators, and visitors of the Service.

First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required.

First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

## Strategies

### When an accident happens:

When an accident, injury or illness occurs, requiring staff to administer first aid, a staff member with current first aid qualifications must be the one to administer the treatment.

Staff will:

- Assess the situation for any further danger to themselves or others;
- Staff will wear gloves whilst attending to a child who is bleeding.

- Staff are to practice hygiene procedures such as disposal of gloves, used gauze/wipes/tissues, etc after treatment.
- Other staff are to clear children away from the accident site and continue with the normal routine.
- Staff wash their hands BEFORE AND AFTER treatment.
- No medications will be used on the child unless they are prescribed for that child.
- If first aid is administered, an Incident, Injury and Trauma or Illness report is to be filled out by the staff member present at the time of the accident and the staff member who treated the child/adult. Information should be recorded as soon as possible in the Accident/Injury Register, and within 24 hours after the incident, injury, trauma or illness.
- The Nominated Supervisor or other responsible person is to sight and sign the form.
- The parent is to sight and sign the form and receive a copy within 24 hours of the incident injury or trauma (if they request one). If contact is not possible on the day of the accident, the nominated supervisor or Responsible Person must contact parents/guardians by phone or in person as soon as possible the next day.
- A copy of the form is to be put in the child's file.
- The National Regulations require that an incident, injury, trauma and illness record be kept, and that the record be accurate and remain confidentially stored until the child is 25 years old (**National Regulation 183(2)(b)**).
- Continue to monitor the child's condition. If the child's condition deteriorates, then the Nominated Supervisor or Responsible Person is to assess the situation and if necessary call an ambulance, the parents or other emergency contacts nominated in the enrolment form. If either of these staff members are unavailable then another member of staff is to do this and the Nominated supervisor or Responsible Person is to be notified as soon as possible.
- If the parents/guardians are not available and a child needs to go to hospital by ambulance, a staff member is to go with them. In this case a casual staff member will be called to come urgently to maintain staff/child ratios as per the Education and Care Services National Regulation (**National Regulation 123**).
- Remaining staff are to continue to try to contact the parents/emergency contacts.
- A copy of the child's enrolment form is to be taken to the hospital by the staff member accompanying the child.
- If a child requires hospitalisation, the Nominated Supervisor or Responsible Person is to contact the regulatory authority, the NSW Early Childhood Education and Care Directorate via NQA ITS Portal within 24 hours.
- A small first aid kit is to be kept in an evacuation pack, which is used in the evacuation of the service, e.g. fire, bomb threat, etc.
- In case of a death of a child in care, the Nominated Supervisor or Responsible Person must immediately give notice of the fact to:
  - The parent of the child.
  - The Police.
  - The regulatory authority, the Early Childhood Education Directorate, NSW Department of Education within 24 hours.
  - The Approved Provider of the service.

**The National Law requires the Regulatory Authority to be notified of any serious incident at an Approved Service. A serious incident includes (National Regulation 12):**

- The death of a child while attending a service, or following an incident while attending a service.

- Any incident involving injury, trauma or illness of a child where medical attention was sought, or should have been sought ('Medical attention' includes a visit to a registered medical practitioner or attendance at a hospital).
- An incident at the service premises where the attendance of emergency services was sought, or should have been sought ('Emergency services' might include ambulance, fire brigade, police and state emergency services).
- Appears to be missing or cannot be accounted for.
- Appears to have been taken or removed from the service premises in a way that breaches the National Regulations.
- Is mistakenly locked in or locked out of any part of the service premises.

A serious incident should be documented as an incident, injury, trauma and illness record as soon as possible and within 24 hours of the incident.

### **WHEN IN DOUBT, CALL AN AMBULANCE**

#### **Administration of over the counter products**

Over the counter creams such as Savlon, Oragel, Sudocream, Bepanthen, Curash any other nappy creams and or lotions (Vaseline or Sorbolene) can be brought into the service by the parents and used by the educators but ensuring that parent/guardian permission is sought previously. Children's names should be clearly labelled on the product and a permission slip must be signed that educators can apply the cream anytime it is required.

All over the counter products should be kept in original packaging.

#### **Self-Administration of Medication**

Children who self-medicate must be over preschool age (**National Regulation 90(2)**).

Parents/guardians must give permission to the service for the service to allow the child to self-medicate and this will be kept in the child's file.

#### **Responsibilities of the Approved Provider**

- Approved Providers must ensure that there is provision for first aid equipment in the workplace (**WHS Regulation 42**).
- Approved Providers must ensure that each worker has access to the equipment (**WHS Regulation 42**).
- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury.
- Ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service. This can be the same person who has CPR, anaphylaxis management training and emergency asthma management training, which is also required under the Regulations (**National Regulation 136**).
- Appointing a staff member to be the nominated first aid officer.
- Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that in accordance with the Safe Work NSW Code of Practice.

- Providing and maintaining a portable first aid kit that can be taken offsite for excursions and other activities.
- Ensuring that first aid training details are recorded on each staff member's record.
- Ensuring safety signs showing the location of first aid kits are clearly displayed.
- Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.
- Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.
- Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

### **Responsibilities of the Nominated Supervisor**

- Ensuring that all required staff have attained an approved first aid qualification, including CPR, anaphylaxis management training and emergency asthma management training.
- Ensuring a portable first aid kit is taken on all excursions and other offsite activities.
- Reviewing the service's first aid policy annually.
- Reviewing the service's risk assessment every six months to identify hazards in the environment.
- Support staff when dealing with a serious incident and/or trauma.
- Provide and maintain an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.
- Dispose of out-of-date materials and supplies appropriately.

### **Responsibilities of the Educators**

- Implementing appropriate first aid procedures when necessary.
- Maintaining current approved first aid qualifications, and qualifications in CPR, anaphylaxis management and emergency asthma management, as required.
- Practicing CPR and administration of an auto-injection device at least annually. CPR should be done refreshed annually as part of the certification process.
- Ensuring that all children are adequately supervised while providing first aid and comfort is given to a child involved in an incident or suffering trauma.
- Ensuring that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record.
- Notifying the Nominated Supervisor 3 months prior to the expiration of your first aid, asthma or anaphylaxis accredited training.
- Obtaining consent from a child to administer first aid when possible in recognition of their rights.
- Ensuring that volunteers and trainees are not responsible for administering first aid.

### **Responsibilities of the Families**

- Providing the required information for the service's medication record.
- Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required (**National Regulation 161(2)(a)**).
- Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.
- Paying for any costs associated with an ambulance call out

**KAZ Early Learning Centre Related Policies and Procedures:**

Incident Injury, Trauma and Illness Policy  
 Child Safe Policy  
 WHS Risk Management Policy

**Related Statutory Obligations & Considerations****Australian Children’s Education and Care Quality Authority (ACECQA)**

[www.acecqa.gov.au/First-aid-qualifications-and-training](http://www.acecqa.gov.au/First-aid-qualifications-and-training)

**Children and Young Persons (Care and Protection) Act No 157**

<https://www.legislation.nsw.gov.au/#/view/act/1998/157>

**Children (Education and Care Services) National Law (NSW) No 104a**

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

**Department of Education**

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

**Education and Care Services National Regulations**

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

**National Quality Framework (NQF)**

<http://acecqa.gov.au/national-quality-framework/>

**Occupational Health and Safety ACT**

<http://www.legislation.nsw.gov.au/#/view/act/2011/10>

**Safe Work NSW Code of Practice**

[http://www.safework.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0015/52152/First-aid-in-the-workplace-Code-of-practice-July-2015.pdf](http://www.safework.nsw.gov.au/__data/assets/pdf_file/0015/52152/First-aid-in-the-workplace-Code-of-practice-July-2015.pdf)

**Work Health and Safety Regulations**

<https://www.legislation.nsw.gov.au/#/view/regulation/2017/404/full>

**Work Cover NSW**

<http://www.workcover.nsw.gov.au/>

**Related Telephone Numbers**

Early Childhood Education and Care Directorate - 1800 619 113  
 Poisons Information Centre - 131 126  
 ACECQA - 1300 422 327  
 Safe Work - 13 10 50  
 Emergency Services - 000

**REVIEW**

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

**Amendment**

**Reformatting of information**  
**NQS added**  
**Web links updated**

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October 2019

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Family, Educator and Staff Comments: